

# S&L AEROSPACE METAL, LLC.

<b>WORK INSTRUCTION</b>	<b>CUSTOMER RECORD RETENTION</b>		
Approved by: Ian R. Cuthbert	Date: 5/07/12	WI-4.2.4.2	Revision: B

**Purpose:**

The following listing of customers delineates their requirements to retain records by classification in accordance with their directives.

**Scope:**

S&L Aerospace LLC., as a minimum, will maintain records as stated in QSP-4.2.4, Quality Record Maintenance, for those companies that do not reference retention requirements.

**Responsibilities:**

Each department manager is responsible for filing and maintaining their archival records for the time periods required. Sales will notify the Management representative of any new customers so that their record retention requirements can be reviewed and added to this work instruction.

<u><b>CUSTOMER</b></u>	<u><b>STANDARD PARTS</b></u>	<u><b>FLIGHT SAFETY PARTS</b></u>
Sikorsky	10 years	40 years
US Government	10 years	10 years
Helicopter Support	4 years	4 years
Boeing	10 years	30 years
Parker Hannifin	15 years	15 years
Raytheon	5 years	5 years
Goodrich Landing Gear	10 years	10 years
McDonnell Douglas	4 years	4 years
Airspares International	4 years	4 years
Messier-Dowty	Life of Aircraft +2 years	Life of Aircraft +2 years